

## FIRE DEPARTMENT

### BUDGET OVERVIEW

	2001-2002 Actual	2003-2004 Budget	2003-2004 Estimate	2005-2006 Budget
Total Budget	\$21,719,513	\$23,129,266	\$23,511,211	\$22,571,039
Total FTEs	106.20	108.20	108.20	108.20

### PROGRAM OVERVIEW

The mission of the Fire Department is to continuously protect and preserve life and property through quality education, prevention, disaster preparedness, and rapid emergency response. The various divisions of the Fire Department support the public safety of the City of Redmond and King County Fire Protection District 34 in various ways.

- Administration – Management of the long-term planning for service delivery to the citizens of the City of Redmond and King County Fire District 34, including long-term planning for facility locations, personnel staffing, service delivery methodology, and equipment replacement and procurement.
- Services – Management of the department’s budget development and administration, prevention division, public education/information, maintenance division, records management system, contract maintenance, and intergovernmental relationships.
- Operations – Management of the department’s emergency response system, including all response activities related to fire suppression, hazardous materials response, technical rescue, homeland security, incident management, and requests for assistance. Technical rescue includes high and low angle, confined space, machinery disentanglement, and trench rescue incidents. Response times are calculated from the time of call to the arrival of the emergency response vehicle. The department will strive for no deterioration in response times and will work toward an average total response time of five minutes or less to 80% of fire and basic life support emergency medical calls in the City and urbanized portions of the fire district and a six-minute response time to more rural areas of the fire district.
- Training – Responsibilities include the provision of all training necessary to ensure that personnel possess appropriate competencies and compliance with all regulatory and consensus standards. The division provides management and implementation oversight for specialized training related to response activities and health and safety responsibilities that are an important component of the department. Training activities are administered and implemented through a regional fire training consortium comprised of Kirkland Fire Department, Redmond Fire Department, and Woodinville Fire and Life Safety District.
- Emergency Medical Services (EMS) – Management of the department’s Basic Life Support (BLS) and Advanced Life Support (ALS) systems. The incorporation of paramedics into the fire service allows cross-training and dual role utilization of these healthcare professionals as firefighters in a regional capacity. Today more than 65% of the emergency work being performed by Fire Department personnel involves emergency medical care. Public need and expectations have prompted the growth of Fire Department-based EMS. The Department strives for an average ALS response time of ten minutes or less to 80% of the emergency incidents (also a King County EMS

goal). Kirkland, Redmond, and Woodinville are members of the Northeast King County Medic One consortium that also includes the fire departments in Duvall and Fall City.

- Prevention – All activities related to development, adoption, and modification of fire codes; representation of the department in the development review process for the City; review and inspection of all new building construction and tenant improvements for compliance with applicable fire codes; inspection of existing occupancies for compliance with the fire code; technical assistance to the public; the traffic safety committee; investigation of fires for origin and cause; hazardous materials code compliance; and wellhead protection inspections. Prevention personnel serve a dual role as firefighters and inspectors.
- Public Education – Coordination of a comprehensive, community hazard reduction education program that focuses on fire prevention awareness; involvement in area schools; business evacuation planning and exercises; fire extinguisher training; custom fitting of bike and sport helmets; community event participation for information dissemination; and injury prevention for all ages, including specific targeted programs for youth, teens, and the elderly. The public educator serves in the roles of firefighter, educator, and information officer.
- Emergency Preparedness – Coordination of all disaster preparedness activities for the City and participation at the county level in homeland defense planning, including educational activities for City employees and citizens; contingency planning; technical and managerial assistance in major emergency events; interagency relationship development; and technical advice assistance for all City department directors. Areas are identified where action may be taken to mitigate potential disaster situations, responses are planned and practiced to ensure appropriate action during actual emergencies or disasters, and effective recovery activities are designed with contacts from both the public and private sectors.
- Apparatus Maintenance – Maintenance of all fire, BLS, and ALS apparatus assigned to the Redmond, Bothell and Mercer Island fire departments. The Maintenance division also maintains six station generators for Redmond and three for the Bothell Fire Department. The division is responsible for maintaining 86 in-service apparatus at all times as well as purchasing maintenance and operational supplies, assisting with specifications, and performing factory inspections on new and refurbished fire and EMS apparatus.

## 2003-2004 ACCOMPLISHMENTS

### Administration/Services division

- Completed the cost of services analysis and negotiations of the contract between the City of Redmond and King County Fire District 34.
- Expanded statistical reporting functions of the department records management system. With the assistance of Information Services, completed the download of information from Dispatch directly into the department records management system.
- The department spent 170 hours on the Fire Explorer Program.
- Completed the EMS report download to King County EMS and fire report download to the state on a monthly basis.
- Completed negotiations with the firefighters/fire support labor groups.

**Operations division**

- Continued lead positions in Zone 1 technical rescue committee and instructed Zone 1 technical rescue classes; continued progress toward implementing a comprehensive technical rescue program.
- Continued incident command training for Lake Washington School District, the Think Again program and DUI drills for Redmond High School and Overlake School, and the Adopt-a-School program with the firefighters and students.
- Worked with private businesses, the Redmond Police Department, and the Department of Health to develop protocols of contingency plans related to domestic terrorism.
- Provided fire and emergency medical services (EMS) coverage for numerous City and privately sponsored events.
- Placed in service a new aerial platform apparatus that significantly enhances technical rescue capabilities, provides a safer work environment for firefighters and building occupants being evacuated, and improves operational reliability. The current aerial apparatus will be placed into reserve status, providing substantially improved in-service capability.
- With the EMS division, planned and conducted a regional mass casualty drill involving 50+ patients. The drill was coordinated and implemented with fire and EMS agencies throughout northeast King County and with the Microsoft Corporation.
- Initiated a joint apparatus and equipment specifications committee comprised of members from Kirkland, Redmond, and Woodinville fire departments. Development of joint specifications and joint purchasing will result in lower per unit costs and improved operational outcomes due to standardization between departments that respond to emergencies together.

**Training division**

- Continued training firefighter/paramedics to Firefighter 1 standards.
- Provided all necessary training to meet regulatory and standards-based annual training competencies.
- Coordinated and instructed a number of Spanish classes to improve communications with Hispanic patients and business owners.
- New exposure control plan training presented to all personnel.
- Conducted realistic Rapid Intervention Team (RIT) warehouse drills for all personnel.
- Conducted regular post-incident analysis sessions to learn and improve from every significant incident response by Kirkland, Redmond, and Woodinville fire departments.
- Developed and conducted the annual Chiefs' Week of Training.
- Participated in the planning and conducted the King County Training Officers' Officer Development Academy, Driver/Operator Academy, and Truck Operations Academy.
- Special operations training instructors provided initial and refresher training for technicians and operations personnel in various disciplines; some train-the-trainer classes also given.
- Trained officers on how to enter their crew's training hours into the TREX records management system.
- Conducted multiple department/agency exercises focused on readiness of response to mass casualty incidents involving chemical/biological weapons; fostered an excellent working relationship with Redmond Police Department.
- Completed multi-company drills and live fire training at North Bend Fire Training Academy; conducted numerous live-fire house burns to provide realistic training for department personnel.

**Prevention division**

- Even with the redeployment of five inspectors, new construction/tenant improvement review and inspections have been completed in a timely manner.
- Initiated the Fire Code Permit Data Management Program.
- Worked closely with Natural Resources on the Wellhead Protection Ordinance.
- Participated in the streamlining of the Development Review Process and implementation of the workflow tracking system.
- Participated in the Zone 1 Fire Marshals' monthly joint training designed to provide lower cost and more targeted training primarily to inspectors.
- Participated in collaborative meetings designed to build fire code consensus between 10 local jurisdictions. Collaboration efforts have worked toward understanding the new codes that were adopted in 2004 by the state and City.
- Preventable alarm investigations and fees.
- Established re-inspection fees and encouraged voluntary compliance through education.

**Public Education division**

- Submitted safety articles to FOCUS.
- Presented Fall Factors assessments for seniors.
- Attended two National Fire Academy public education courses.
- Presented Fire Department projects and proper use of the 911 system to Public Works and Parks employees.
- Supplied citizens with over 700 bike and skater helmets provided by the King County Fire and Life Safety organization. This program will continue into 2005/2006.
- Provided numerous fire station birthday parties to aid local charities.
- Delivered several fire safety presentations at area daycare centers, Montessori schools, and Boy and Girl Scout groups.
- In partnership with Overlake Hospital, presented the Super Sitter program to babysitter students at elementary schools.
- Delivered bike safety and helmet awareness presentations at local schools and daycares.
- Taught fire extinguisher classes to many organizations (businesses, churches, hotels, maintenance and facility personnel, Microsoft security, and City staff).
- Dedicated the Firefighter Plaza in conjunction with the Parks Department.
- Conducted Mini CERT (Community Emergency Response Training) presentations for Microsoft security and facilities staff on disaster EMS and light search and rescue modules.

**Emergency Preparedness division**

- Updated the City's Emergency Plan to include homeland security issues.
- Completed City Hazard Mitigation Plan.
- Upgraded City Emergency Plan to include hyperlink capability.
- Conducted two CERT classes.

- Sent ten City employees to federally funded homeland security training.
- Conducted all emergency preparedness education and training as requested.
- City staff participated in pipeline response planning and training.
- City received full-scale exercise credit from FEMA for Mass Casualty Incident (MCI) exercise.
- Received numerous emergency management grants.
- Emergency Preparedness Manager was appointed Vice Chair of Region 6 (King County) Homeland Security Subcommittee and Chair of Regional Homeland Security Grant Committee.
- Administered City emergency preparedness volunteer groups, ham radio operators, and Redmond COAD (Community Organizations Active in Disaster).
- Supervised three college interns (University of Washington, Western Washington University, and Northwest College).
- Continued partnership with the University of Washington.
- Completed the American Red Cross Sheltering policy.

### **Apparatus Maintenance division**

- Maintained successful contracts with the City of Bothell Fire Department/EMS and the City of Mercer Island Fire Department.
- Two mechanics maintained 86 fire apparatus and 9 station generators.
- Rebuilt two fire pumps, replaced one engine, and pump tested 35 fire engines, while maintaining the routine service schedule.
- Personnel attended the fire apparatus and equipment training course and the annual maintenance symposium at the University of Washington. The Fire Apparatus supervisor maintained his Emergency Vehicle Technician (EVT) certification.
- The maintenance shop was authorized by Sutphen Corporation, Braun Northwest, Wheeled Coach, Spartan, and Seagrave as a warranty repair center for the apparatus being serviced by Redmond.
- Assisted the City of Bothell and Redmond in purchasing an aerial ladder apparatus.

## **2005-2006 WORKPLAN INITIATIVES**

### **Administration/Services division**

- Work in conjunction with the fire commissioners to determine appropriate fire service levels in Fire District #34.
- Reduce overtime expenditures to budgeted amounts by optimizing current staffing levels.
- Complete repairs at Station 16 and the apparatus maintenance facility.
- Implement a comprehensive and integrated data management program to obtain statistics that meet the needs of policymakers and department program administrators.
- Evaluate the feasibility of completing a revision to the Fire Department Master Plan and completion of an accreditation self-evaluation process. Implement one or both processes if evaluation leads to that recommendation.

- Implement an integrated GIS (Geographical Information System) interface specific both to the needs of the Department and to other City applications and uses.
- Participate in the Mobile Data Terminal (MDT) wireless program that supports direct access to Fire Dispatch and will also track field locations of public safety resources utilizing Global Positioning System (GPS) technology that serves as a key tool for communications and provides the means for a voiceless field resource status system for the Fire Department. This system is designed to provide enhanced accuracy, safety, and efficiencies in utilizing public safety resources.
- Continue to apply for grants to purchase essential equipment and training.
- Implement a regional public safety portal for a King County program that provides mobile computer accessibility to incident management tools including pre-incident plan maps and site information, interoperable communications between various public agencies and the private sector, mass casualty patient tracking, responder credentialing (“people are who they say they are” in addition to qualifications), and immediate access to technical resources, among other capabilities.
- Complete revision of the Department’s Standard Operating Guidelines, Disciplinary Procedures, and Rules and Regulations.
- Complete negotiations process for 2005/2006 labor agreements for the uniformed and support personnel labor groups.
- Determine appropriate staffing and movement of personnel to properly manage the budget.

### **Operations division**

- Within budgeted resources, continue the acquisition of all required equipment for technical rescue/technician training for hazardous materials and terrorism response, and confined space, trench, low-angle, and high-angle rescue programs.
- Complete the map book and pre-incident plan program with the assistance of Information Services.
- Implement a comprehensive career development program that offers a combination of continuing college education, officer-specific training, critical decision making skills, leadership development, fire service standards competency requirements, and mentoring.
- Evaluate and potentially implement a functional distribution of job responsibilities among the operations chiefs of Kirkland, Redmond, and Woodinville fire departments.
- Initiate an incident management overhead team comprised of chief officers representing Kirkland, Redmond, and Woodinville fire departments. An overhead team will provide increased staff support for incident commanders during the initial phase of significant emergency events.
- Conduct quarterly incident management tabletop drills involving other City departments, neighboring agencies, and the private sector.
- Complete a comprehensive emergency response integration training program for Public Works including development of policies and procedures and a framework for integrating response by the Fire Department into a Public Works event and response by the Public Works Department into a fire event.
- With the assistance of Human Resources, develop a personnel performance evaluation tool that is more appropriate and meaningful to line employees and supervisors.

**Training division**

- Conduct structural collapse training.
- Train all firefighter/paramedics to Firefighter 1 standards.
- Conduct 50% of all multi-company drills (9) in our local area.
- Conduct consistent Incident Management System (IMS) training.
- Conduct annual truck and advanced pump operator academies.
- Continue to hold professional post incident analysis meetings (PIA) when requested and post valuable information learned on our website on a quarterly basis.
- Refine and implement the standards-based acting and promotional qualifications program for the driver/operator position as recommended by the Promotional Process Committee; continue development of similar processes for other ranks and develop the framework for a comprehensive Officer Development Program.
- Train and certify each company officer and battalion chief as an Incident Safety Officer.
- Sponsor high quality classes like the Truck Academy and the Officer Development Academy.
- Construct a forcible entry door prop.

**Prevention division**

- Train three firefighter/inspectors to become qualified for the fire investigation team.
- Focus the fire and life safety inspection program on new and existing high priority occupancies.
- Coordinate the fire code hazardous materials inspections with the Natural Resources Wellhead Protection Program to avoid duplication.
- Continue participation in streamlining the development review process and expand the use of the workflow tracking system.
- Participate in regional, Zone 1 Fire Marshals' inspector training and regional consensus-building initiatives.
- Implement the preventable alarm reduction efforts established in 2004.
- Implement the re-inspection fees established in 2004 in order to encourage voluntary code compliance.

**Public Education division**

- Complete 15 senior citizen fall factors assessments.
- Fit 500 children and adults with bike and skater helmets.
- Teach 10 fire extinguisher training classes to local businesses.
- Complete two citizen academies.
- Fire safety classes to 800 K-12 students.
- Teach two Super Sitter babysitting classes that will reach 60 students.
- Teach five CERT presentations to local businesses.

### Emergency Preparedness division

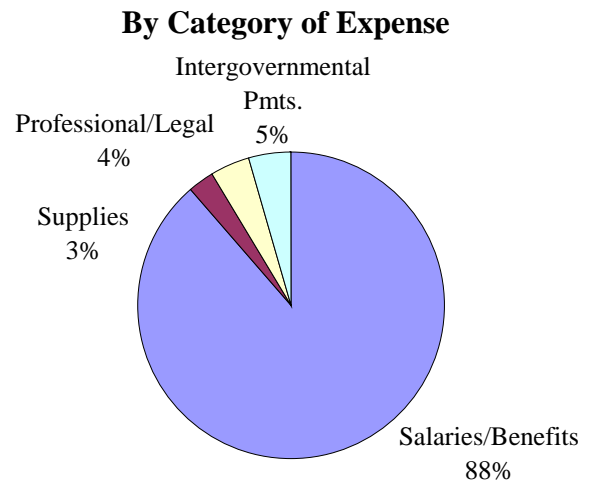
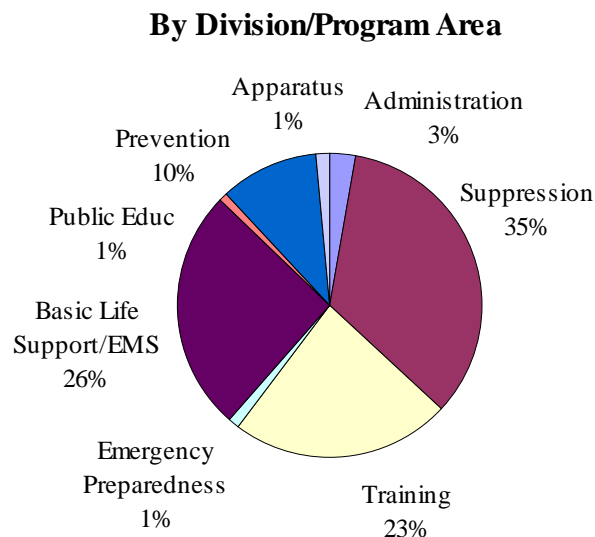
- Continue emphasis directed at developing and maintaining public/private partnerships related to emergency incident planning, response, and recovery.
- Continue to enroll City staff in appropriate federally funded homeland security training.
- Coordinate National Incident Management System (NIMS) training for City staff.
- Conduct tabletop exercises with local businesses.
- Continue to apply for emergency management and homeland security grants specific to City and department needs for training, equipment, and overtime.
- Conduct recovery seminar/exercise with the University of Washington Institute for Hazard Mitigation and Research.
- Utilize Americorps intern to update City Emergency Operations Plan.
- Outfit City fire stations with ham radio equipment (with grant funding).
- Continue Region 6 homeland security appointments.
- Work to complete citywide critical infrastructure assessment.

### Apparatus Maintenance division

- Integrate a maintenance program for all stations and facilities.
- Design and implement an asset management program to include inventory depreciation and scheduling of routine and emergency maintenance.
- Increase knowledge of current and new apparatus and maintain Emergency Vehicle Technician (EVT) certifications.
- Continue to assist departments with their needs for service, repair, specifications, and factory inspections.

## SUMMARY OF DEPARTMENT RESOURCES

2005-2006 Budget \$22,571,039





**SUMMARY OF BUDGET AND PROGRAM CHANGES**

	<b>Budget</b>	<b>FTEs</b>
<b>2003-2004 Operating Budget</b>	<b>\$23,129,266</b>	<b>108.20</b>
<b>Adjustments to the base budget:</b>		
Elimination of one-time costs	(\$229,940)	
Elimination of one-time retroactive salary expenses	(1,375,743)	
Salary and benefit increases	985,491	
Dispatch and communications increases	80,000	
Transfer of portable lease cost to Non-Departmental for City Hall	(11,789)	
Fleet maintenance/other adjustments	(6,246)	
<b>2005-06 Operating Budget</b>	<b>\$22,571,039</b>	<b>108.20</b>

**DESCRIPTION OF PROGRAM INCREASES (REDUCTIONS)**

No program changes were authorized for this department.